

**GOVERNMENT OF KERALA**

No: IT Cell-2/121/2025-ITD

Electronics &amp; Information Technology (IT CELL) Department

Thiruvananthapuram,

Dated:03-07-2025

**CIRCULAR**

Sub: E & IT Department - PGDeG Programme conducted by Digital University of Kerala - Approval of Guidelines and Selection Criteria for the academic year 2025-26 - reg.

Ref: 1. GO(Ms) No. 16/2009/ITD dated 10/07/2009  
2. GO(Ms) No. 23/2009/ITD dated 14/09/2009  
3. GO(Ms) No. 26/2011/ITD dated 14/09/2011  
4. GO(MS) No. 5/2019/ITD dated 23/02/2019.  
5. GO(Ms) No. 1/2020/ITD dated 06/01/2020  
6. Letter No. CB/3/2025-KSITM dated 13/05/2025 from the Director, Kerala State IT Mission.

Government conduct a one year Post Graduate Diploma in e-Governance (PGDeG). The Course is intended for Capacity Building in employees as a part of implementing e-Governance Projects in the State. It is also envisaged to develop a pool of Human Resources in Government with an objective to develop personnel who would be able to manage the IT Divisions of the Government Departments and other Organisations.

2. As per Government order read as 1st above, sanction was accorded for sponsoring 15 Officers from Government Departments for the PGDeG course. As per GO read as 2nd above, it was ordered that the period of deputation for the course shall be treated as duty under Rule 12 (7) (iii) of Part I KSR. As per Government order read as 5th paper above, 15 additional seats were created and earmarked for the Officials from Board /PSUs / Autonomous bodies etc.

3. The duration of the PGDeG course is one year, with two semesters. The main objective of the course is to impart quality training in the area of e-Governance. Successful candidates sponsored by the Government/ Board/

PSUs/Autonomous bodies etc. shall be considered for implementation of e-Governance projects initiated or being implemented by their respective parent organisation.

4. The course fee for Government employees is Rs.75,000/- (Rupees Seventy Five Thousand Only), which will be shared in the ratio 90:10 between Government and Officials deputed respectively. The course fee for employees from Board / PSUs / Autonomous bodies etc. is Rs.80,000/- (Rupees Eighty Thousand Only) which will be shared in the ratio 75:25 between the respective Organization and the Official deputed. PGDeG Programme is now being conducted by the Digital University of Kerala.

5. The Director, Kerala State IT Mission is authorized to issue notification with following guidelines and details for admission to the PGDeG course for the academic year 2025-26:-

- a. Each Government department / Board/ PSUs/ Autonomous bodies etc. may nominate a maximum of 3 (Three) numbers of qualified officers for the year 2025-26. Nominations of more than 3 candidates will not be considered, in any circumstances.
- b. Age limit will be 45 years as on 1st January 2025.
- c. Preference will be given to the members of Virtual IT Cadre.
- d. Basic qualification for PGDeG will be Bachelor's Degree in any discipline with working knowledge of computers. BSc (Computer Science / IT), BCA, Diploma / Certification in Computer Application will be an added advantage. Preference will be given to B.Tech / MBA / MCA / MSc (Computer Science / IT) Degree holders.
- e. Candidate should apply online for the programme through <https://duk.ac.in/admission/apply/> and should upload documents to prove the age, qualification etc. along with the application.
- f. While granting NOC, the Head of Department/Board/ PSUs/Autonomous bodies etc, needs to furnish the criteria adopted for selection of the candidates and deployment plan as to how the officer would be positioned and utilized or role to be assigned /project to be assigned to the officer on successful completion of the course and shall state their consent that the said employee would be deputed for one year for the purpose of the said course, in case, he / she is selected.

- g. Candidate should upload the signed NOC thus obtained in '<https://duk.ac.in/admission/apply/>'.
- h. Applications without NOC, the criteria adopted for selection of the candidates and deployment plan will be rejected.
- i. The Candidates should produce original certificates and NOC at the time of Written test/Interview.
- j. The candidature of an employee to whom the NOC is issued cannot be withdrawn subsequently.

6. The selection process of PGDeG course for the academic year 2025-26 shall be as follows:

- a. Eligible candidates shall be selected after conducting a written test and interview. A written test of two hours shall be conducted before interview.
- b. The written test shall be on matters related to Information Technology (Basic knowledge of computer operation, Operating System, SDLC, Management and IT topics, IT Policy of Government, IT Act and Rules, Government Process, Aptitude, Security, Quantitative Ability, logical reasoning).
- c. In the case of Government Officials, preference shall be given to the candidates from Departments/ Board/ PSUs/ Autonomous bodies etc. where more e-Governance initiatives are being effectively implemented / to be implemented.
- d. Kerala State IT Mission shall prepare merit list of candidates from both Government and Board/ PSUs/ Autonomous bodies etc. after the written test and interview and forward the same to Government for approval. If there are more than two candidates from the same Department/Board/ PSUs/ Autonomous bodies etc. in the merit list, maximum of two candidates shall be given admission.
- e. The candidates selected for the PGDeG Programme shall be deputed to the Digital University of Kerala by the respective Department as per the orders read above for pursuing the Programme.

Forwarded / By order,

SEERAM SAMBASIVA RAO I A S  
SPECIAL SECRETARY

Section Officer.

To:

The Director, Kerala State IT Mission, Thiruvananthapuram  
All Heads of Departments, Autonomous Institutions, Boards,  
Corporations, Universities, Public Sector Undertakings etc.  
The Registrar, Digital University of Kerala, Thiruvananthapuram  
The Web & New Media, Information & Public Relations Department  
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